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DDA 78-0840

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MEMORANDUM FOR: Associate Deputy-Management/NFAC

FROM : Michael J. Malanick
Associate Deputy Director
for Administration

SUBJECT : Intelligence Briefing at DDA Division
Chiefs Conference

Paul:

1. (U) We appreciate your agreement to arrange an NFAC briefing of the DDA division chiefs.

2. (U) In planning the agenda for this year's theme, "Changing Times in DDA," the Steering Committee agreed that a briefing by an NFAC representative on a subject of current interest would be an appropriate finale to the conference. Intelligence, after all, is also DDA's "most important product."

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3. (C) The division chiefs from all eight offices of the Directorate will hold this, their second annual conference, from 22-24 March. These individuals, forming the echelon that reports to the Office Directors, occupy key management positions in the Directorate. As a group, numbering about 60, they have an average grade of GS-15.4, average age of 49.3 years, and an average length of Agency service totaling 20.7 years.

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4. (C) The conference schedule reserves an hour, from 8:30-9:30, on the morning of 24 March for briefing. Additional administrative details can be obtained from the DDA Management and Assessment Staff (MAS), extension 5226, Room 7 C 18 Headquarters.

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5. (U) It will be appreciated if you will arrange to forward the name of the NFAC representative and his subject to MAS in time to have it included in the printed program schedule and to provide a biographic sketch for purpose of introduction.

/s/ Mike

Michael J. Malanick

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